



## CALIFORNIA PUBLIC UTILITIES COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA PUBLIC UTILITIES COMMISSION	<b>RELEASE DATE:</b>	Monday, March 29, 2010
<b>POSITION TITLE:</b>	CEA II - POLICY ADVISOR, DIVISION OF RATEPAYER ADVOCATES	<b>FINAL FILING DATE:</b>	Wednesday, April 14, 2010
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	03292010_4

### POSITION DESCRIPTION

This position reports to the Director of the Division of Ratepayer Advocates (DRA). Under general direction, the Policy Advisor will provide oversight, coordination, and implementation of policy, strategic planning, and advocacy for all five Division of Ratepayer Advocates' (DRA) branches, including: Energy Cost of Service and Natural Gas; Electricity Planning and Policy; Electricity Pricing and Customer Programs; Water; and Communications Policy. The incumbent will possess significant technical expertise in the industry areas, report to the Director and do all of the following:

- (I) Serve as DRA's chief liaison with Commissioners and advisors regarding positions advocated by DRA; seek out, arrange and coordinate opportunities to meet with Commissioners and advisors to inform and educate them about DRA positions on cases. Ensure DRA's briefing materials are on-point and informative.
- (II) Serve as DRA's liaison to DRA's Small Business clients, industry, industry trade groups, large and small commercial customers, community-based organizations, other consumer advocates, and governmental entities. (III) Coordinate the development and submission of statutorily required reports to the appropriate Legislative committees, such as DRA's Annual Report and yearly presentations before Legislative committees with jurisdiction over utilities.
- (IV) Coordinates development and issuance of press releases and website updates.
- (V) Maintain general knowledge of all Program areas to review and respond to the DRA big picture. Advises DRA executive management on strategic and policy direction as well as processes for implementation. Notifies Executive Management if coordination is needed among Branch industry groups on certain issues.
- (VI) Identify key policy issues and define the impact of those policies or their potential effects on existing cases before the Commission.

(VII) Coordinate with DRA's executive management and DRA's legislative director, the Division's interactions with, and responses to, legislative initiatives, inquiries and requests for information from the Legislature.

(VIII) From time to time, the Policy Advisor may also be asked to do the following:

- i. Testify on behalf of DRA at Commission hearings, Legislative hearings, the California Energy Commission, Independent System Operator, and other appropriate venues.
- ii. Provide input to DRA testimony and other filed comments to ensure DRA policy positions are rational, practical, consistent and non-contradictory within and between branches.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

The required experience and qualifications are: • Demonstrated knowledge of one or more CPUC regulated industries from either a technical, engineering, policy, financial, or economic background; • Experience advocating positions and making persuasive presentations to Commissioners, their advisors, members of the Legislature, before other governmental entities, or like experiences; • Experience cogently and effectively formulating official policy and/or technical positions and advocating for those positions both orally and in writing within a one-half hour to hour timeframe; • Experience with outreach activities to organizations, including but not limited to, large and small commercial customers, including small businesses, utilities, utility trade groups, community based organizations, other consumer advocates, and governmental entities; • Experience in developing, organizing and finalizing reports of organizational accomplishments; • Experience interacting with the press and other media.

**DESIRED EXPERIENCE AND QUALIFICATIONS** • Experience testifying in formal Commission or other governmental administrative proceedings, legislative hearings, court proceedings, or other appropriate venues; • Experience drafting comments to utility proposals and drafting and reviewing testimony and briefs to ensure policy positions are rational, practical, and consistent, either at the Commission, other administrative proceeding forum, or judicial venue; • Experience analyzing proposed legislation for fiscal and program impact; • Experience with managing groups of workers.

**EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II - POLICY ADVISOR, DIVISION OF RATEPAYER ADVOCATES**, with the **CALIFORNIA PUBLIC UTILITIES COMMISSION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of a Statement of Qualifications weighted pass/fail and an interview weighted 100%. Only those candidates who receive a passing score on their Statement of Qualifications will be scheduled for the interview. In order to obtain a position on the eligibility list, a candidate must attain a minimum rating of 70%. Candidates will be notified in writing of their examination results. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

**FILING INSTRUCTIONS**

Interested applicants must apply online at: <http://www.cpuc.ca.gov/PUC/jobs/>

No paper applications will be accepted.

Applicants must also provide a "Statement of Qualifications" not to exceed two (2) pages (format: single spaced, Times New Roman 12 pt.). If your statement exceeds 2 pages, only the first two pages will be evaluated. The content of the SOQ should provide the reviewers with detailed experience and knowledge including specific examples for each of the bullets under "Required Experience and Qualifications" AND "Desired Experience and Qualifications, keeping in mind the Duties and Responsibilities in order to demonstrate the candidate's ability to serve as a Policy Advisor for DRA. Applicants who do not submit a completed SOQ with their application packet will not be given further consideration.

Please note that all information provided is subject to verification. For each of the topic areas discussed in the SOQ, please include the name(s) and phone number(s) of supervisor(s) and/or manager(s) who are knowledgeable with your work and may be contacted for verification.

You will be rated on your knowledge, skills, and experience as well as your written communication skills. It will be scored on a pass/fail basis. Failure to complete the SOQ will result in automatic withdrawal from the examination process. Successful candidates will be invited to move on to the interview portion of the exam.

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages (format: single spaced, Times New Roman 12 pt.).

**Applications must be submitted by the final filing date to:**

CALIFORNIA PUBLIC UTILITIES COMMISSION, HUMAN RESOURCES  
ONLINE EMPLOYMENT CENTER, WEBSITE, - -  
- - | (800) 555-7809 | <http://www.cpuc.ca.gov/PUC/jobs/>

**ADDITIONAL INFORMATION**

Questions concerning this position should be directed to Dana Appling, Director, Division of Ratepayer Advocates, at 415-703-2544 or e-mail at [DSA@cpuc.ca.gov](mailto:DSA@cpuc.ca.gov).

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PUBLIC UTILITIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>